

SMC-R ACADEMIC PREREQUISITES

Global Assessment Tool GAT (AKO access required) (Conduct training from 1 June – 31 July)

Use the following link to complete the GAT survey: <http://csf2.army.mil>

Step 1. Click the link above to be directed to the Comprehensive Soldier & Family Website.

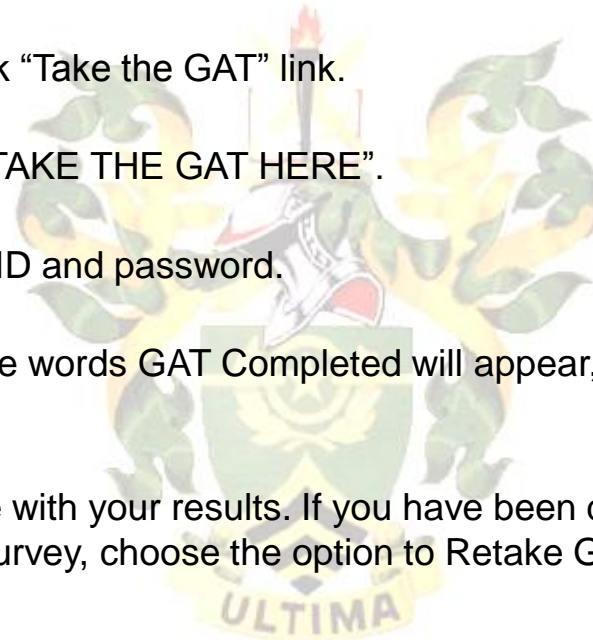
Step 2. On the top of the website, click “Take the GAT” link.

Step 3. Click on the link “SOLDIERS TAKE THE GAT HERE”.

Step 4. Log in with CAC or AKO user ID and password.

Step 5. If complete a green dot and the words GAT Completed will appear,
if not Retake the GAT.

Step 6. Once complete, print the page with your results. If you have been deployed, promoted, and or changed positions after taking your initial survey, choose the option to Retake GAT, complete the survey and print the certificate.



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2. VIA Survey of Character Strengths

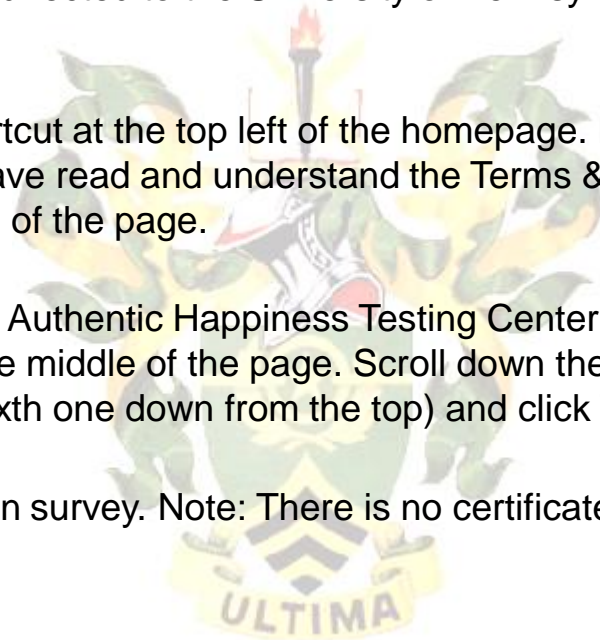
Register for the Authentic Happiness website and take the VIA Signature Strengths Survey by clicking the following link: <http://www.authentichappiness.sas.upenn.edu/Entry.aspx>

Step 1. Click the link above to be directed to the University of Pennsylvania's Authentic Happiness homepage.

Step 2. Click the REGISTER shortcut at the top left of the homepage. In the registration page you will register and create a password. Click "I have read and understand the Terms & Conditions of this agreement" and click the register tab at the bottom of the page.

Step 3. After being directed to the Authentic Happiness Testing Center page, look at the block marked Engagement Questionnaires in the middle of the page. Scroll down the web page until you find the VIA Survey of Character Strengths (sixth one down from the top) and click Take Test on the right side of the block.

Step 4. Complete the 240 question survey. Note: There is no certificate of completion for this survey, simply print the results page.



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3. Multi-Source Assessment and Feedback (MSAF)(AKO access required)

(Sister Service and International Student this is not a requirement for you). U.S, ARMY ONLY. Log in to the Multi-Source Assessment and Feedback website and start a self assessment by clicking the following link: <https://msaf.army.mil>

Step 1. Click the link in the Top Left labled “Log In”. Use your CAC Authentication to LOG IN.

Step 2. Create an assessment by clicking the shortcut tab at the Center of the Screen labeled “Start a 360 Event”.

Step 3. Click the top “Begin Button” and answer the following questions as follows:

1. Are you registered in a military or civilian PME or CES or specific program? **YES**

a. What is your class or specific program? **PME-SMC**

b. What is your class number? **Enter your Class number i.e. 65**

2. When do you want your event to end? When the drop down Calendar appears choose a date between 1-45 days from the day you take the survey and “Click Next”. You will be directed to a search page to add people you would like to select to assess you. Note: You will need to choose five superiors, peers, and subordinates each for a total of 15 people to take your survey. Use the search blocks to locate the 15 people you selected. You can use any combination of name, rank, and or UIC and then click the search icon. Most can be located by name. Note: Several choices may pop up and you can click on the blue (i) to see more information about the person.

Step 4. Because there is several ways to locate people, there are several ways to add them to your assessment. If their rank is associated with their information, they will be added to the appropriate category. (Superior, subordinate, or peer). If no rank is present, they will add directly to the subordinate category and an arrow will appear by their name if you want to move them to another category. If searching by UIC for example, checking the box in front of multiple names will allow you to add them all at once. Suggestion: If using this method, choose people from one particular category and check all of the names applicable. Then click the drop down menu at the bottom of the page and choose the Rating Group. Next click Add respondents. Repeat for all three categories.

Step 5. As you add names to the appropriate categories, a counter will show you how many you have. Once all names have been added, a green arrow at the bottom middle of the page will highlight with the words "Start Collecting." Click this and you will then be directed to take an assessment of yourself.

Step 6. Complete the survey and click Save and Exit. You will then be directed to the My Assignments Quick Reference page where you will see the survey you completed on the right hand side of the page.

Step 7. To monitor the progress of the surveys completed, click the MY EVENTS tab at the top of the page. You will then see your assessment with a green arrow on the far right hand side of the page. Click the green arrow. This page will give you statistics and an option to send an email reminder if not completed on time.

Step 8. Once all surveys are completed you will receive an Individual Feedback Report (IFR) and or a Leader Development Portfolio Report (LDP). Print these reports.

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4. Senior Enlisted Joint Professional Military Education (SEJPME) Course (CHANGE as of 5 May 2014)

This is no longer a academic prerequisite. It is however, required to complete during the course. It is optimal to complete before class starts.

Go to: http://www.jfsc.ndu.edu/schools_programs/se_jpme/enroll_new.asp

Register for SEJPME, follow the below table for registration dates

Wait for class start date, look at below table for start dates

Students have 90 days to complete.

<u>Senior Enlisted Joint Professional Military Education (SEJPME) Course</u>			
SCHOOL	COURSE NUMBER	COURSE DATES	REGISTRATION STATUS
JCDES	SEJPME - Mar 2014	1 Mar - 30 May 14	CLOSED
JCDES	SEJPME - Apr 2014	1 April - 30 June 14	CLOSED
JCDES	SEJPME - May 2014	1 May - 30 July 14	CLOSED
JCDES	SEJPME - June 2014	1 June - 31 Aug 14	Opens 1 May - 24 May 14
JCDES	SEJPME - July 2014	1 July - 30 Sep 14	Opens 1 June - 23 June 14
JCDES	SEJPME - Aug 2014	1 August - 31 Oct 14	Opens 1 July - 24 July 14
▲ TOP Pulled from: http://www.jfsc.ndu.edu/current_students/registration_info.asp			